**ADA POLICY ADVISORY COMMITTEE MEETING**

9:00 A.M. Meeting Began

9:45 A.M. Meeting Ended

Location: Wetherby Administration Building

Human Resources Conference Room

**I. April 13, 2017: CALL TO ORDER – Mr. Joshua Hayes**

Called to order at 9:00 a.m.

**II. INTRODUCTION**

Those in attendance were Mr. Joshua Hayes, Ms. Blair Jensen, Ms. Shaden Melky,

Dr. Jennifer Tougas, Ms. Denise Cornelius, Mr. Matt Davis, Ms. Gina Knuston, Mr. Gopi Nutakki, and Ms. Cindy Smith.

**III. REVIEW AND APPROVAL OF AGENDA**

Agenda for the April 13, 2017 meeting was reviewed and approved.

**IV. REVIEW AND APPROVAL OF MINUTES**

Minutes from the April 1, 2016 meeting were reviewed and approved.

**V. HOUSING AND RESIDENCE LIFE (HRL) UPDATE**

**A.** Ms. Blair Jensen reported that HRL’s 10-year master plan has been launched, and Hilltopper Hall is under construction. It will house all classifications of students, include pod-style rooms, and 24-hour dining options.

**B.** Ms. Jensen reported there are North East and South West connectors under construction (across from the Mahurin Honors College) which will connect each residence hall. The estimated completion date is fall 2017.

**C.** Ms. Jensen reported an ADA issue at Rodes Harlin Hall, in which a ramp was installed.

**D.** Ms. Jensen discussed the Emotional Support Animal (ESA) Policy. A student who was approved to have a cat as an ESA, took the animal to the lobby of a residence hall and another student had an allergic reaction. Ms. Jensen said there has been discussion regarding designated residence halls as ESA free. Ms. Jensen explained that students register for ESA via the Student Accessibility Resource Center (SARC), and Mr. Matt Davis forwards the request to HRL.

**E.** Ms. Jensen shared with the committee that residence hall doors are now locked 24/7, and students are issued keys. In reference to accommodating individuals with disabilities (e.g., wheelchair users) seeking access to residence halls, representatives working the front desk will open the residence hall doors for them.

**VI. PARKING AND TRANSPORTATION UPDATE**

**A.** Dr. Jennifer Tougas reported the new parking structure is currently under construction (located by the Creason Lot) and will add 700 additional parking spaces. Unfortunately, it will not be completed until after school starts in August.

**B.** Dr. Tougas shared that the transit service is going well, although there is a slight decrease in the number of individuals utilizing the service compared to this time last year. The late-night service is currently competing with patrons who use Uber.

**C.** Dr. Tougas discussed an employee who is a wheelchair user and recently returned from medical leave. Parking and Transportation has requested for an ADA button to be added to the front door of the department to accommodate this employee.

**D.** Dr. Tougas shared a situation regarding a parent who requested parking accommodations for her child who has back issues. The parent does not want to request a placard due to the attention it would bring to the student needing accommodations. Dr. Tougas suggested to the parent to wait until the student has their class schedule before they make any decisions regarding parking accommodations. Dr. Tougas inquired about the potential appeals process still proceeding through Student Affairs. Mr. Hayes confirmed this step, and shared he offered his name to be added to the appeals process, and feedback from the Office for Civil Rights (OCR) will determine how WKU will move forward with appeals.

**VII. ACCESSIBLITY TO ONLINE LIBRARY MATERIALS UPDATE**

**A.** Ms. Shaden Melky reported the 508 Policy for the Library has been updated and she will share it with the committee.

**B.** Ms. Melky shared that the new kick scanner was purchased for the Library.

**C.** Ms. Melky said she is creating a tutorial for Distance Learning and SARC.

**VIII.** **SECTION** **508 AUDIT UPDATE**

1. Mr. Gopi Nutakki reported the Section 508 website audits continue to be 97% compliant.
2. Mr. Hayes shared with the committee that WKU renewed our contract with Cryptzone.

**IX. STUDENT ACCESSIBILITY RESOURCE CENTER (SARC) UPDATE**

1. Mr. Matt Davis discussed a complaint WKU received from OCR. Mr. Davis said he worked with Mr. Robert Unseld and Mr. Joshua Hayes regarding a student with a disability, and stated OCR did not find SARC at fault. Mr. Davis stated the student did not follow through with some requests they were required to do. Mr. Davis said there are improvements SARC is working on (e.g., updating policy).
2. Mr. Davis shared that Ms. Veronica Hazard, Deaf and Hard of Hearing Coordinator, will also be the Coordinator for notetakers. Mr. Davis said students are being hired to transcribe courses.
3. Mr. Davis said SARC is seeing an influx of requests for ESAs.
4. Mr. Davis said there has been discussion regarding how students can more efficiently report maintenance repairs instead of alerting a faculty or staff member.
5. Mr. Davis shared with the committee that Mr. Michael Schilling, student representative for the ADA Advisory Committee and Mastering Accessible Possibilities for Students (MAPS), will be graduating in May 2017. Mr. Davis said SARC is currently searching for a new student representative.
6. Mr. Davis shared with the committee that Mr. Gopi Nutakki and Ms. Shaden Melky were very helpful in assisting him with Section 508 questions as he prepared for a webinar.
7. Mr. Hayes asked Mr. Davis if he has received accommodation requests from pregnant students. Mr. Davis said he has only received requests for parking accommodations.

**X. ADA COORDINATOR UPDATE**

1. Mr. Hayes shared results of the Office of Career and Technical Education audit conducted in fall 2016. There were some minute recommendations regarding hand dispensers, access buttons, posters, etc.
2. Mr. Hayes said based on a review, OCR recommended for the Section 504, and Service Animal policies to be updated.
3. Mr. Hayes reported since July 1, 2016 there have been six employees who have been assisted with ADA accommodations, and seven SARC inquiries where Equal Employment Opportunity (EEO) provided assistance.
4. Mr. Hayes asked the committee their thoughts on how frequently the ADA committee should meet. The committee decided once a semester, or as needed, was sufficient.
5. Mr. Hayes discussed the possibility of removing the word “Policy” from the title of the committee to better reflect the overall purpose of the committee. Mr. Hayes stated he would do some research to determine if an official vote would need to be taken to proceed with the name change.